



**MANIPAL**  
ACADEMY of HIGHER EDUCATION  
*(Institution of Eminence Deemed to be University)*

# Online BPharm / PharmD Counseling 2024

Manipal College of Pharmaceutical Sciences (MCOPS)

Manipal

**INFORMATION  
BROCHURE**

Manipal Academy of Higher Education (MAHE)

Manipal

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<https://counseling.manipal.edu>

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INSPIRED BY LIFE

## 1. INTRODUCTION

Greetings from Manipal Academy of Higher Education (MAHE), Manipal to all the candidates who have appeared for Manipal Entrance Test (MET) 2024.

We welcome all successful candidates for the Online BPharm/PharmD Counseling 2024

### 1.1 Disclaimer

Candidates with Manipal Entrance Test (MET) 2024 Rank are eligible for participation in the online BPharm/PharmD Counseling 2024

- All the candidates are requested to read the instructions carefully, before participating in the online counseling process.
- Candidates are deemed to have read the Counseling Information Brochure and understood the counseling process, in addition to agreeing to the terms and conditions of the Online BPharm/PharmD Counseling process, before starting the registration process for participation in online BPharm/PharmD Counseling.
- All candidates may kindly note that mere registration for online BPharm/PharmD Counseling 2024 does **NOT** confer any automatic rights to secure a BPharm/PharmD seat.
  - The admission to the BPharm/PharmD program is subject to fulfilling the merit, admission criteria, eligibility, and such criteria as may be prescribed by UGC/MAHE Manipal
- Candidate should ensure that all the information filled during the online submission of registration form is correct and factual. Information provided by the candidates in the online registration form shall be treated as correct & self-certified and MAHE Manipal shall not entertain, under any circumstances, any request for change in the information provided by the candidates
- Candidates must visit <https://manipal.edu/mcops.html> to know more about BPharm/PharmD specializations, Fee Structure, Internships & Placements, Campus Life and also have first-hand information of the various infrastructure facilities like Department laboratories, Library, Hostel, Sports etc; before filling the choices.
- All email and SMS communication to the candidates will be to the registered email id & mobile number provided at the time of completing the application form.
- Queries (if any) must be emailed to official email id [admissions@manipal.edu](mailto:admissions@manipal.edu) and response will be within 2 – 3 working days. MAHE Manipal cannot be held responsible for no-response to queries sent to any other email id.
- *All candidates **MUST** login to the portal <https://counseling.manipal.edu> to check the Seat Allotment status as per Counseling schedule (Table 2). Non-receipt of SMS / Email confirmation will **NOT** be considered as a reason for non-payment of fee within the specified deadline.*

### 1.2 Participating Institution

BPharm / PharmD counseling 2024 will be conducted for admission to the BPharm / PharmD counseling programs offered by the following Institution.

- **Manipal College of Pharmaceutical Sciences (MCOPS), Manipal** <https://manipal.edu/mcops.html>  
(A Constituent Institute of Manipal Academy of Higher Education (MAHE), Manipal)

### 1.3 Eligibility Criteria

The candidates who fulfill the following eligibility criteria can participate in the 2024 counseling process

- Candidate should have MET 2024 rank
- Candidate should have passed in 10+2 / 'A' Level / International Baccalaureate (IB) / American High School Diploma or equivalent examination from a recognized board with Physics, Chemistry and English as compulsory subjects, with Biology / Mathematics as optional subjects from a recognized Board.
- In each of these subjects, candidates should have scored at least minimum pass marks prescribed by the board.



- Candidate should complete the age of 17 years on or before 31<sup>st</sup> December, of the year of admission to the course

### Important Note

- If a candidate fails in one / more subjects in 10+2 / 'A' Level / IB / American High School Diploma OR fails to secure minimum aggregate marks as mentioned above, he / she is **NOT** eligible to participate in the counseling. Allotted Seats to students awaiting their results, will be cancelled immediately if they do not fulfill the above eligibility criteria.
- For Candidates who possess a Senior Secondary Certificate from any Foreign Board / University and seek admission, are required to apply and obtain a certificate from the Association of Indian Universities (AIU) [www.aiu.ac.in](http://www.aiu.ac.in) certifying that the examination passed is equivalent to the Indian Senior Secondary Examination.

### 1.4 Counseling Rounds

Counseling involves 3 rounds as follows. Depending on University guidelines, an additional round(s) of counseling may be conducted.

- **Round 1 to 3 (Online rounds):** Online Registration is permitted at the beginning of each round. After registration, candidates are required to do the choice filling. Seats will be allotted as per MET 2024 rank, availability of vacancy and choice.

#### Note

The schedule of additional Rounds of online counseling (if any) will be announced later

#### 1.4.1 Counseling Portal

All applicants are requested to access <https://counseling.manipal.edu> for all the activities with respect to Online BPharm/PharmD Counseling

- Choice Filling will be through the counseling portal only
- Fee Payment on seat allotment will be through the counseling portal only
- On successful confirmation of Course fee payment, Provisional Admission Order can be downloaded from counseling portal only
- Opting Out & Withdrawal from Counseling process will be through counseling portal only

#### 1.4.2 Counseling schedule

Table 1: 2024 Online Counseling Schedule

No	Events	Duration
1	Fresh Registration and Choice Filling	07 Jun – 10 Jun 2024
2	Processing of Seat Allotment	11 Jun – 12 Jun 2024
3	<b>1<sup>st</sup> Round online seat allotment</b>	<b>12 Jun 2024</b> After 8 PM
4	Payment of Course fees (1 <sup>st</sup> Installment)	12 Jun – 18 Jun 2024
5	Payment of Balance Course Fee (2 <sup>nd</sup> Installment)	28-Jun-24
6	Fresh Registration and Choice Filling	21 Jun– 22 Jun 2024
7	Modifying filled choices by already registered Candidates	21 Jun– 22 Jun 2024
8	Processing of Seat Allotment	23-Jun-24
9	<b>2<sup>nd</sup> Round online seat allotment</b>	<b>23 Jun 2024;</b> After 8 PM
10	Payment of Course fees (1 <sup>st</sup> Installment)	23 Jun – 29 Jun 2024

No	Events	Duration
11	Payment of Balance Course Fee (2 <sup>nd</sup> Installment)	8-Jul-24
12	Fresh Registration and Choice Filling	02 Jul – 03 Jul 2024
13	Modifying filled choices by already registered Candidates	02 Jul – 03 Jul 2024
14	Processing of Seat Allotment	04 Jul – 05 Jul 2024
15	<b>3<sup>rd</sup> Round (Online) 3<sup>rd</sup> Round online seat allotment</b>	<b>05 Jul 2024; After 8 PM</b>
16	Payment of Course fees (1 <sup>st</sup> Installment)	05 Jul – 10 Jul 2024
17	Payment of Balance Course Fee (2 <sup>nd</sup> Installment)	15-Jul-24
18	<b>Additional Rounds (if any)</b>	To be announced later

## 2 COUNSELING PROCEDURE

There are 3 rounds of counseling. All rounds will be Online. *Depending on vacancy (if any), an additional round of counseling may be conducted after the 3rd Round.* The various steps in the counseling procedure are

1. Registration
2. Choice Filling
3. Seat Allotment
4. Course Fee Payment (Installment 1) & Balance Course Fee Payment (Installment 2)
5. Provisional Admission Order
6. Waitlisting
7. Hostel Booking

### 2.1 Registration

- Candidates will have to confirm their participation in the Online Counseling process by logging into <https://counseling.manipal.edu> with **Application number** as login ID and **Counseling password** as password, and update the profile details
- Waitlist Deposit (Rs. 10,000) is to be paid online during the Registration process for the Counseling
  - Having made the payment, candidates will be eligible to provide their choices in order to participate in the Online Counseling process
  - On Seat allotment in any round, 1<sup>st</sup> installment fee has to be paid by the candidate within the timeline specified, to confirm the seat allotment.
    - On fee payment, the waitlist deposit (Rs. 10,000) paid at the time of registration will be converted into Refundable Caution Deposit, which is part of the Course fee.
- Fresh Registration is allowed at the beginning of each round.
- Mere registration for the counseling does **NOT** guarantee the allotment of Seat.
  - Seat allotment depend on the candidates MET rank, the number of candidates registering for the counseling, their choice of course / institution and the number of seats available.

### Important Note

- **BPharm:** On seat allotment, if the first year Course Fee (1st Installment i.e. Rs. 1,50,000) is NOT paid before the deadline, candidate is out of the counseling process and will also forfeit the waitlist deposit of Rs. 10,000.
- **PharmD:** On seat allotment, if the first year Course Fee (1st Installment i.e. Rs. 2,50,000) is NOT paid before the deadline, candidate is out of the counseling process and will also forfeit the waitlist deposit of Rs. 10,000
- Balance Course Fee (2nd Installment) is to be paid as per the time line notified for each round.

- If the balance first year Course Fee (2nd Installment i.e. Rs. 2,17,000) for BPharm Course & (2nd Installment i.e. Rs. 2,58,000) for PharmD Course is NOT paid before the deadline specified for that round, candidate is out of the counseling process and the 1st instalment fee paid will be refunded as per UGC Refund policy (Refer [www.manipal.edu/fees](http://www.manipal.edu/fees) for refund rules).

## 2.2 Choice Filling

Choice filling is permitted in every round for registered candidates only

### 2.2.1 First Time choice Filling

- After making payment of the waitlist deposit (Rs. 10,000), the candidate can fill in as many choices as possible from the list, as per preference and must click on **SAVE** button to save the changes. Without clicking “SAVE” button, choices entered will **NOT** be saved.
- Please Number the Institute + Program combination as per your priority. Most preferred Institute + Program to be numbered as Preference 1, then Preference 2
  - Preference 1 is mandatory
  - Preference 2 are optional.
    - *For Example, if your most preferred Program is BPharm at MCOPS Manipal, please number it as “1”. If your second preference is PharmD at MCOPS Manipal, please number it as “2”.*
    - On submission of options by the candidate, it is considered that candidates are very much interested in the options submitted, hence on seat allotment / upgradation, it will be accepted by the candidate. Once allotted, there is no process of reversal. Hence, you may give Preferences 2 are interested
  - **Candidates are advised to fill in the choices (institutes and Programs) of their interest only**
  - After saving, download / save / print a copy of the filled choices for future reference.

### 2.2.2 Choice Filling in Subsequent Rounds

- Having registered & submitted choices in a particular round, when portal opens up for choice filling for the subsequent round, the choices filled in the previous round will be available for the candidate for modification
- Candidates may make changes to the choices and submit the same for consideration in that round
  - **If candidates does not make any changes**
    - If candidates does not make any changes, the unchanged choices provided for the previous round will be considered for the current round.
    - At the time of Seat Allotment, the system will check for the Choice(s) of higher priority than the current allotment and the seat will be allotted to the candidates as per MET 2024 rank, vacancy and choice.
      - *For example, in the previous round the candidate is provisionally admitted to the PharmD Program at MCOPS Manipal with preference no. 2 amongst 2 preferences given by the candidate, in the current round of allotment the system will check for preference 1 only.*
        - If allotment happens, there is no process of reversal. Hence candidates are advised to login, make changes (if necessary) and submit the choices for that round
  - **If candidates make any changes**
    - If candidates make any changes, the Candidate **MUST** click on “**Update**” button to submit the changes. In this scenario, the candidates are required to put ONLY those choice(s) which are of higher priority than the current provisionally admitted Program.
      - Seat will be allotted to the candidates as per MET 2024 rank, vacancy and current choice(s) without considering the Program preference number of the previous round(s).

### Important Note

- Request you to fill the choices with the browser zoom option set to 100%
- Candidates are requested to check the correctness of filled choices by clicking "Print" button and save the file for their reference
- The portal will be blocked on Processing of Seat Allotment dates, hence Choice Filling will not be possible during these dates

### 2.3 Seat Allotment

The Seat allotment in any round will be as per MET 2024 Rank, preferences provided and availability of the same.

- **BPharm:** On seat allotment, if the first year Course Fee (**1<sup>st</sup> Installment i.e. Rs. 1,50,000**) is **NOT** paid before the deadline, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**.
- **PharmD:** On seat allotment, if the first year Course Fee (**1<sup>st</sup> Installment i.e. Rs. 2,50,000**) is **NOT** paid before the deadline, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**.
- If the balance first year Course Fee (**2<sup>nd</sup> Installment i.e. Rs. 2,17,000**) for BPharm Course & (**2<sup>nd</sup> Installment i.e. Rs. 2,58,000**) for PharmD Course is NOT paid before the deadline specified for that round, candidate is out of the counseling process and the 1st instalment fee paid will be refunded as per UGC Refund policy (Refer [www.manipal.edu/fees](http://www.manipal.edu/fees) for refund rules).

### 2.4 Course Fee Payment

#### 2.4.1 BPharm

On seat allotment, first year fees is to be paid within the stipulated timeline. To ease the burden of payment, MAHE Manipal has decided to allow part payment of the fees. The 1<sup>st</sup> year fee payment of Rs. **3,67,000** (excluding waitlist deposit of Rs. 10,000) is split into 2 components:

- Part Payment of Rs. 1,50,000
- Balance Payment of Rs. 2,17,000

#### Course Fee (1<sup>st</sup> Installment) of Rs.1,50,000

- On Seat Allotment the candidates are required to pay Rs.1,50,000 before the last date specified.
- On completion of part payment, the allotted seat is provisionally confirmed

#### Balance Course Fee (2<sup>nd</sup> Installment) of Rs. 2,17,000

- Having made the part payment of Rs. **1,50,000**, the candidate is expected to make the balance fee payment of Rs. **2,17,000** on or before the timeline mentioned.
- If the candidate does NOT complete the part payment process on or before the timeline, the provisionally confirmed seat is forfeited, the candidate will be out of the counseling process.
  - In such a scenario the fee will be deducted as per UGC Refund policy and the rest of the part payment will be refunded back to the candidate.

#### 2.4.2 PharmD

On seat allotment, first year fees is to be paid within the stipulated timeline. To ease the burden of payment, MAHE Manipal has decided to allow part payment of the fees. The 1<sup>st</sup> year fee payment of **Rs. 5,08,000** (excluding waitlist deposit of **Rs. 10,000**) is split into 2 components:

- Part Payment of Rs. 2,50,000

- Balance Payment of Rs. 2,58,000

### Course Fee (1<sup>st</sup> Installment) of Rs. 2,50,000

- On Seat Allotment the candidates are required to pay Rs. 2,50,000 before the last date specified.
- On completion of part payment, the allotted seat is provisionally confirmed.

### Balance Course Fee (2<sup>nd</sup> Installment) of Rs. 2,58,000

- Having made the part payment of Rs. **2,50,000** the candidate is expected to make the balance fee payment of Rs. **2,58,000** on or before the timeline mentioned.
- If the candidate does NOT complete the part payment process on or before the timeline, the provisionally confirmed seat is forfeited, the candidate will be out of the counseling process.
  - In such a scenario the fee will be deducted as per UGC Refund policy and the rest of the part payment will be refunded back to the candidate.

### Important Note

- In case of withdrawal (if any) during or after the counseling process, the fee will be deducted as per UGC Refund policy (refer [www.manipal.edu/fees](http://www.manipal.edu/fees))
- Kindly note that this provision (Payment of fee in instalment) is applicable for remitting the First-year fee only for the candidates taking fresh admission in academic year 2024-25.
  - From 2<sup>nd</sup> year onwards, full fee is to be paid at the beginning of every year as per the timeline to be specified by the respective Institute.

### 2.4.3 Fee Payment Options

Fee payment of 1<sup>st</sup> & 2<sup>nd</sup> Installment can be done using 2 methods. Kindly note that transaction charges (if any) **MUST** be borne by the candidate

#### 2.4.3.1 Option 1: Online Payment

- Pay online at <https://counseling.manipal.edu>
  - The fee receipt acknowledgement will be generated instantly
  - You will be able to download the Provisional Admission order instantly, on successful transfer

#### 2.4.3.2 Option 2: NEFT / RTGS Payment

- NEFT / RTGS payment in favor of “Manipal Academy of Higher Education”
  - SB A/c 007201000089, IFSC code ICIC0000072
  - Address: ICICI Bank, Manipal Branch, Kasturba Hospital Complex, Manipal, Karnataka.
  - **No Cash Payments.** Please do not pay the I Instalment Program Fee as cash / cheque directly into the bank account.
- On completion of fee transfer, Login to <https://counseling.manipal.edu>, click on “**NEFT payment Details**” to submit the following details.
  - **Payment Date, Unique Transaction Reference (UTR) Number, Account Holder’s Name and Amount. Counter slip to be uploaded.**
  - In case of NEFT Payment, if the transaction detail is **NOT** entered by the candidate in candidate portal <https://counseling.manipal.edu> as mentioned above within the fee payment deadline, it will be considered that the payment has **NOT** been made, the allotted seat will be cancelled and the candidate will be out-of-the-counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit



## 2.5 Provisional Admission Order

Candidate can download the Provisional Admission order from the Counseling portal

- On successful confirmation by the University of fee payment, for freshly allotted candidates
- If / when the seat gets upgraded for provisionally admitted candidates

## 2.6 Waitlist

The following candidates are eligible for the waitlist

- Registered candidates who have taken a seat in any round and wish to participate in subsequent rounds of counseling (Provisionally Admitted Candidates)
- Registered candidates who have **NOT** been allotted any seat in the previous round. (Waitlisted Candidates)

### 2.6.1 Waitlist Procedure

The waitlisting process for every round is online at <https://counseling.manipal.edu>

- Registered & waitlisted candidates can participate in all rounds of counseling.
  - Registered candidates, who have **NOT** got the seat in the previous round(s), can opt for the waitlist.
    - In case the candidate is **NOT** allotted any seat in any rounds of counseling, the waitlist deposit will be refunded within 1 month of completion of all rounds of Counseling
      - ✓ For this the candidates are required to update the Account details (Name of the account holder, A/c Number, Bank Name, Branch Address and IFSC code) in the Counseling portal. The site is Safe and Secure
- As per Counseling Schedule, Candidates must login to <https://counseling.manipal.edu> with Application number as login ID and Counseling password as the password.
  - The candidate can fill in as many choices as possible for waitlisting, from the list as per preference and must click on **UPDATE** button.
  - On submission of options by the candidate, it is considered that candidates are very much interested in the options submitted, hence on seat allotment / upgradation, it will be accepted by the candidate. Once allotted, there is no process of reversal. Hence, you may give Preferences only if you are interested
  - **Candidates are advised to fill in the choices (institutes and programs) of their interest only**
  - After updating, download, save / print a copy of the filled in choices for future reference.
- If the candidate wants to participate in the subsequent round of counseling, he / she can login to the candidate portal <https://counseling.manipal.edu> and modify the choices, and click on **UPDATE** button.
  - If a candidate does **NOT** modify his / her choices at all, then the choices given in the previous round will be considered for the current round, till the final round of BPharm/PharmD counseling.
    - If allotment happens, there is no process of reversal. Hence candidates are advised to login, make changes (if necessary) and submit the choices for that round
- If the candidate remains unallotted after the final round seat of seat allotment of BPharm/PharmD Counseling, the choices provided will become null and void, on completion of final round of BPharm/PharmD counseling.
- If the candidate forgets the password, click on “forgot password” to receive the password via SMS and e-mail.

### 2.6.2 Payment options

Refer Section 2.4.3

## 3 HOSTEL INFORMATION

Admitted / Provisionally Admitted Candidates will be able to book the hostels only on completion of 1<sup>st</sup> Installment course fee / Full Fee Payment. The Hostel Details will be put up on the counseling portal.

### Important Note

- Seats will be allotted as per MET 2024 rank, availability of vacancy and choices provided.
- All candidates **MUST** login to the portal <https://counseling.manipal.edu> to check the Seat Allotment status as per Counseling schedule (Table 1)
- Non-receipt of SMS / Email confirmation will **NOT** be considered as a reason for non-payment of 1<sup>st</sup> Instalment fee within the specified deadline.

On Seat allotment,

- If the **Provisionally admitted candidate** gets upgraded to a new Course in subsequent round(s),
  - The previously allotted course will be cancelled and provisional admission order of the previous Course will be null & void
    - Balance 1<sup>st</sup> year Course Fee (**2nd Installment i.e. Rs. 2,17,000 for BPharm) & (2nd Installment i.e. Rs. 2,58,000 for PharmD) MUST** be paid before the deadline specified for that round
    - If candidate does **NOT** complete the balance 1<sup>st</sup> year fee payment within the stipulated time, he / she is out of the counseling process and fee paid will be refunded as per UGC Refund policy (Refer [www.manipal.edu/fees](http://www.manipal.edu/fees) for refund rules)
  - The candidate can download the new Provisional Admission order from the Counseling portal.
  - There is **NO** provision to the candidate to revert to the previously allotted Program.
  - If the candidate wishes to withdraw, they are required to complete the withdrawal process in the Counseling portal <https://counseling.manipal.edu> and the fee paid will be refunded as per UGC Fee refund policy.
    - On withdrawal, the candidates will be out of the Counseling process and will now be considered as the Withdrawn Candidate.
- If the **waitlisted candidate** gets a seat allotment for the first time,
  - The candidate has to confirm / accept the seat by paying the first year Course Fee (**1<sup>st</sup> Installment i.e. Rs. 1,50,000 for BPharm) & (1<sup>st</sup> Installment i.e. Rs.2,50,000 for PharmD)** via Online / NEFT within the deadline for that round (Transaction charges to be borne by the applicant).
  - On receipt of payment and confirmation by the University, the candidate can download the Provisional Admission order from the Counseling portal.
    - The waitlisted candidate will now be considered as Provisionally Admitted Candidate.
  - On seat allotment, if the first year Course Fee (**1<sup>st</sup> Installment i.e. Rs. 1,50,000 for BPharm) & (1<sup>st</sup> Installment i.e. Rs.2,50,000 for PharmD)** is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. These candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit
  - Balance 1<sup>st</sup> year Course Fee (**2nd Installment i.e. Rs. 2,17,000 for BPharm) & (2nd Installment i.e. Rs. 2,58,000) for PharmD) MUST** be paid before the deadline specified for that round else candidate is out of the counseling process and fee paid will be refunded as per UGC Refund policy (Refer [www.manipal.edu/fees](http://www.manipal.edu/fees) for refund rules).

On seat allotment in any round, if the first year Course Fee (**1<sup>st</sup> Installment i.e. Rs. 1,50,000) for BPharm Course & (1<sup>st</sup> Installment i.e. Rs.2,50,000) for PharmD Course** is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**

## 4 OPT OUT OF COUNSELING

Opt Out is an important step for Provisionally Admitted Candidates and Un-Allotted Candidates

### 4.1 Provisionally Admitted Candidates

A Provisionally Admitted Candidate is one who has completed the 1<sup>st</sup> Installment Course Fee payment. If the Provisionally admitted candidate is **satisfied with the seat allotted** in any of the rounds and does not want to participate in the subsequent rounds, he / she can Opt Out of Counseling.

- To opt out, the candidate must login to the candidates' portal <https://counseling.manipal.edu> and click on “**OPT OUT**” button.
  - On “**OPT OUT**”, the allotted seat will be retained and the candidate will **NOT** be eligible to participate in the subsequent rounds of counseling
- If the candidate does **NOT** opt out, the choices provided will be considered for subsequent rounds for upgradation as per the vacancy.
  - If the seat is upgraded in the subsequent rounds, candidate has to accept it and he / she has no choice of retaining the previously allotted seat.
    - *For example, a candidate has been upgraded to PharmD, MCOPS Manipal from previously provisionally admitted Program of BPharm, MCOPS Manipal, then the candidate has to accept the PharmD Program at MCOPS Manipal.*
- Balance Course Fee (**BPharm 2<sup>nd</sup> Installment i.e. Rs. 2,17,000 and PharmD 2<sup>nd</sup> Installment i.e. Rs. 2,58,000**) is to be paid as per the time line provided in Table 1, for the respective round of seat allotted.
  - Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 6)

### 4.2 Un-Allotted Candidates

An Un-Allotted Candidate is one who has successfully registered to participate in BPharm/PharmD counseling 2024

- If the candidate is **NOT** allotted any seat in any of the rounds and does **NOT** want to participate in the subsequent rounds, he / she has to Opt Out of Counseling.
  - To opt out, the candidate must login to the candidates' portal <https://counseling.manipal.edu> and click on “**OPT OUT**” button.
    - On “**OPT OUT**”, the candidate will **NOT** be eligible to participate in the subsequent rounds of counseling and the waitlist deposit of Rs. 10,000 will be refunded back to the candidate within 1 month of completion of all rounds of counseling.
  - If the candidate does **NOT** opt out, the choices provided will be considered for subsequent rounds for allotment as per the vacancy.
    - If the seat gets allotted in the subsequent rounds, the candidate will have to confirm the seat by paying the first year Program Fee on or before the deadline specified for that round.
    - If the fee is **NOT** paid before the deadline specified, he / she will be out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit

#### **Important Note**

- *The portal will be blocked during Processing of Seat Allotment dates, hence Opt-out of Counseling will not be possible during these dates*

## 5 WITHDRAWAL

Withdrawal is an important step for provisionally admitted candidates only

### 5.1 Before Class commencement (Candidates admitted in Rounds 1 – 3)

- All withdrawals before class commencement must be made through the candidates portal <https://counseling.manipal.edu> only.
  - The date of submission of the request will be considered as the date of withdrawal.
  - The refund will be processed as per the UGC refund policy (Refer section 6).
  - Requests for withdrawal via email / telephone / SMS / WhatsApp or any other medium outside of counseling portal will **NOT** be considered.

### 5.2 After Class commencement

- All withdrawals after class commencement must be made through the Withdrawal form available at Academic Section of the admitted institute
  - The application form must be submitted along with the No Dues Form at the Academic Section of the admitted institute
  - The date of receipt of the request will be considered as the date of withdrawal.
  - The refund will be processed as per the UGC refund policy (Refer section 6).

#### **Important Note**

- *All refunds will be processed based on formally notified last date of admission irrespective of date of admission.*
- *The portal will be blocked during Processing of Seat Allotment dates, hence Withdrawal will not be possible during these dates*

### 6 FORFEITURE OF WAITLIST DEPOSIT

On seat allotment in any round, if the first year Course Fee (**BPharm 1<sup>st</sup> Installment i.e. Rs. 1,50,000 and PharmD 1<sup>st</sup> Installment i.e. Rs. 2,50,000**) is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit

### 7 WITHDRAWN / EXITED CANDIDATES

On rejection of allotted seat (by Provisionally Admitted / Waitlisted candidates), Re-entry is possible in any of the subsequent rounds as new registrants by paying waitlist deposit of Rs. 10,000 online

- The forfeited waitlist deposit of the previous rounds cannot be adjusted with the waitlist deposit fee of the subsequent rounds.
- After successful payment of the waitlist deposit, the candidates will be permitted to fill the choices as per section 2.2

### 8 SCHOLARSHIPS

All candidates are advised to visit the respective institute websites for more information on Scholarships: visit [www.manipal.edu/scholarship](http://www.manipal.edu/scholarship)

### 9 FEE REFUND RULES

In case of withdrawal (if any), the fee will be deducted as per UGC Refund policy (refer [www.manipal.edu/fees](http://www.manipal.edu/fees))

### 10 CHECKLIST OF DOCUMENTS



The following is the list of documents required for the document verification process during the Physical Reporting at the respective Institutes.

No	Document Name
1	10th Standard marks card (for date of birth proof) #
2	12th Standard marks card issued by the recognized board. #
3	Transfer / School Leaving Certificate #
4	Conduct Certificate
5	Aadhaar Card of the Candidate #
6	Pan Card of the Parent(s) #
7	2 recent passport size photographs #
8	Copy of Overseas Citizen of India/ Person of Indian Origin card (if applied under OCI/PIO category)

# Original Document is required for Verification / Submission.

Qualification obtained from Boards established by

- (i) An Act of Central / State Government
- (ii) A Gazette Notification of Central / State Government
- (iii) Executive orders issued by Central / State Government are only considered

If a Result awaited Candidate fails in any one of the subject(s) **OR** fails to secure the required percentage of marks as per the eligibility criteria, he / she is required to inform the Admissions Office MAHE Manipal at [admissions@manipal.edu](mailto:admissions@manipal.edu) immediately after declaration of the results. The allotted seat will be cancelled; Candidate will be out of counseling.

## 11 QUERY RESOLUTION

Any queries other than the information provided in this information brochure, are to be addressed to [admissions@manipal.edu](mailto:admissions@manipal.edu) only, mentioning the Application No. in the email Subject line.

- All emails will be addressed within 2 working days
- Queries sent to any other email ids will **NOT** be replied.

## 12 PUBLIC ADVISORY

- All candidates and their parents are requested to read the Disclaimer (Section 1.1), before proceeding for the registration process
- Candidates are deemed to have read this counseling information brochure and have understood the counselling process, in addition to agreeing to the terms and conditions of the online BPharm/PharmD Counselling process, before starting the online registration process.
- All admissions are subject to fulfillment of all the eligibility conditions by the candidate.
  - If it is found at a later stage, during active verification, that the candidate has given false information / qualification obtained from unrecognized Board / University or is found to have concealed some information or intentionally delaying the document submission, his / her admission will be cancelled without any notice.
  - It is the responsibility of the candidates to ensure that they fulfill all the eligibility requirements for the course(s) applied.
- We have **NO agents or middlemen** for admissions and all admissions can be secured only by merit in the all India Manipal Entrance Test (MET) 2024 and through counseling process.
- Jurisdiction for dispute if any shall be at Udupi court only.

\*\*\*\*\* We welcome you for Online BPharm/PharmD Counseling 2024 \*\*\*\*\*

Updated: 4:30 PM,05 June 2024

